

REQUEST FOR PROPOSAL (RFP)

Commonwealth of Massachusetts Micro Lending Initiative

RFP Release Date: October 14, 2016

Deadline For Proposals: No later than 4:00PM, November 18, 2016

Return To: Michael Spicer, Director of SSBCI
Massachusetts Office of Business Development
10 Park Plaza
Suite 3730
Boston, MA. 02116

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Section 1- Introduction & Purpose of Request for Proposals

The Commonwealth of Massachusetts is seeking experienced microlenders to assist established and start-up small businesses in the Commonwealth in obtaining capital. The Commonwealth's funds are meant to facilitate lending to small businesses that are unable to obtain traditional sources of capital. The Commonwealth has authorized a total funding pool of \$100,000.

The microlending grants shall be issued to established community development financial institutions and community advantage lenders making direct microenterprise and small business loans to borrowers on a regional basis, and providing technical assistance to applicants and borrowers in order to foster business establishment and success; provided that the funds shall be used to support the eligible organization's lending and technical assistance activities.

Section 2 & 3- Timetable and RFP Guidelines

- A. The contract will be awarded within (30) days after the proposal due date. The decision date may be extended for up to 30 additional days by mutual agreement between the Commonwealth and apparent lowest responsive and responsible bidder.
- B. If changes are made to this RFP, an addendum will be issued. Addenda will be mailed or faxed to all bidders on record.
- C. Questions concerning this RFP must be submitted by November 1, 2016 via regular mail to: Michael Spicer, 10 Park Plaza, Suite 3730 Boston, MA. 02116. Written responses will be mailed to responsive bidder.
- D. A bidder may correct, modify, or withdraw a bid by written notice received by the Commonwealth prior to the November 18, 2016 deadline.
- E. The Commonwealth may cancel this RFR, or reject in whole or part any and all bids, if the Commonwealth determines that cancellation or rejection serves the best interests of the Commonwealth.
- F. If, at the time of scheduled deadline, 10 Park Plaza is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid deadline will be postponed until 4:00PM on the next normal business day.
- G. The bid submission must include a non-collusion form, tax compliance certificate, budget, and references.
- H. The submission must be signed as follows: 1) if the bidder is an individual, by him/herself personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

Section 4- Proposal Evaluation Process and Award Procedures

A. Relevant Experience of proposer and/or proposed project staff:

Highly Advantageous: The proposer has at least five (5) years of experience as a community development financial entity. 5 points awarded.

Advantageous: The proposer has at least three (3) years of experience as a community development financial entity. 3 points awarded.

Not Advantageous: The proposer has less than three (3) years of experience as a community development financial entity. 0-1 points awarded.

B. Relevant Experience providing technical assistance to applicants and borrowers in order to foster business establishment and success:

Highly Advantageous: The proposer has at least five (5) years of experience providing technical assistance to applicants and borrowers. 5 points awarded.

Advantageous: The proposer has at least three (3) years of experience providing technical assistance to applicants and borrowers. 3 points awarded.

Not Advantageous: The proposer has less than three (3) years of experience providing technical assistance to applicants and borrowers. 0-1 points awarded.

C. Relevant Experience in procuring matching funds from federal government and private capital.

Highly Advantageous: The proposer has at least five (5) years of experience receiving matching federal funds and private capital. 5 points awarded.

Advantageous: The proposer has at least three (3) years of experience receiving matching federal funds and private capital. 3 points awarded.

Not Advantageous: The proposer has less than three (3) years of experience receiving matching federal funds and private capital. 0-1 points awarded.

The contract will be awarded within thirty (30) days after the proposal due date. The decision may be extended up for up to 30 additional days by mutual agreement between the Commonwealth and apparent lowest responsive and responsible bidder.

Organizational Information	
Organization Name:	
EIN Number:	
Contact Name and Title:	
Email address:	
Mailing Address:	Physical Address: (if different)
Phone	Fax
Web Address:	
Does your organization have experience as a community development financial entity? Yes/No	
Provide a statement that best describes the current services and/or programs that your organization provides:	
Geographic Area Served:	
Number of lending transactions in most recent calendar year:	
Are you a registered CDFI? Yes/No	
List any languages, other than English, spoken by staff:	
<p>Application narrative:</p> <p>Please attach an application narrative of not more than two (2) pages, on your organization's letterhead, that addresses your organization's plan to distribute the funds received via this allotment. Included in this narrative should be a description of matching grants, the criteria for receiving the matching grant, and the agency from which the matching grant is received.</p>	